## Timeline for Exhibits at the George A. Smathers Libraries

* all times are approximate and may require more notice depending on existing projects and commitments by individual departments
* Exhibits with overdue deadlines may be canceled or postponed

<table>
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<th>12 - 24 months before opening</th>
<th>Curator(s) meet with Exhibits Coordinator to discuss initial idea, space, and dates</th>
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| 9 - 12 months before opening | Research and planning  
Exhibit topic is narrowed and finalized  
Curator(s) meet with necessary staff (Communications, Development, Dept. Chair, etc) to develop programming  
Curator(s) meet with DPS regarding digitization needs |
| 6 - 9 months before opening | Research and planning  
Curator(s) create preliminary object list  
Curator(s) consult with Conservation Head  
Curator(s) send items to be digitized to DPS |
| 4 - 6 months before opening | Research and planning  
Curator(s) refine object list  
Curator(s) make Conservation requests as appropriate |
| 2 months before opening | Research and planning  
Curator(s) have object list ready for installation  
Curator(s) begin writing labels  
Final digitization requests are made (small items) |
| 6 weeks before opening | Research and planning  
Curator(s) and Exhibits Coordinator select all graphics to be used  
Images and text selected for online exhibitions  
Curator(s) send labels for review/edit to Exhibits Coordinator |
| 4 weeks before opening | Draft labels due to Exhibits Coordinator  
Final selections made for online exhibition and digital screen(s)  
Publicity information sent to Director of Communications  
Curator(s) meet with necessary staff to finalize event programming |
| 3 - 4 weeks before opening | Exhibits Coordinator requests any oversized printing |
| 2 - 3 weeks before opening | Final labels due to Exhibits Coordinator  
Exhibits Coordinator prints labels |
| 1 week before opening | Curator(s) and Exhibits Coordinator install exhibit  
Curator(s) finalize object list |
| 1 week after opening | Curator(s) submit final object list to the Institutional Repository; Exhibits Coordinator submits applicable collateral materials |
| 4 - 6 weeks after closing | Exhibits Coordinator and Curator(s) complete exhibit assessment |

Exhibits, Curator Resources, and more at:  
[http://exhibits.uflib.ufl.edu](http://exhibits.uflib.ufl.edu)

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